

April 3, 2007: 1st QUARTER MASS MAIL REPORT DUE APRIL 16th

Dear Colleague:

With reference to my letter of March 30, 2007, regarding the requirements and procedures applicable to the filing of your Mass Mail Report for the 1st Quarter of 2007, it has come to my attention that the form printed on the reverse side of the letter was incomplete, i.e., that the space for your signature and signature date were omitted. Please find printed on the reverse side of this letter, a corrected copy of the form for your use. The report form is also available on HouseNet at:

<http://cha.house.gov/docs/quarterlymassmailform.pdf>

or,
upon request, from the Finance Office at x57474.

Please
submit your completed report form to the Finance Office (263 CHOB) by close of business on Monday, April 16th.

If you have any questions
regarding the preparation of your report, please contact the Franking
Commission majority staff at x57666 or minority staff at x60647.

Sincerely yours,

/s

Juanita
Millender-McDonald

Member of Congress

QUARTERLY MASS
MAIL REPORTING FORM

Please submit your completed form to
the Finance Office, 263 Cannon House Office Building

The U.S. House of Representatives (House) is required to publish in the quarterly Statement of Disbursements of the House a summary tabulation setting forth for the office of each Member of the House (Member) the total number of pieces of mass mail mailed during the corresponding quarter, the total cost of those mass mailings, and the average cost and number of pieces per Private Delivery Stop (PDS) in the Member's district. [2 U.S.C. 59(h)]. To fulfill this requirement, each Member is required to file a Quarterly Mass Mail Report at the close of each calendar quarter, stating the total number of pieces of mass mail and the total cost of such mass mailings mailed under the Member's congressional frank during the quarter.

This report must be filed with the Finance Office within 2 weeks after the close of the quarterly reporting period.

Note: The Statement of Disbursements will also include a list of those Members who fail to comply with this reporting requirement.

Member's Name (please print or type)

State

District

Office
Mail Account Number

2007

1st Quarter

January 3, 2007 - March, 2007

Year

Calendar Quarter

Reporting Period

Description of Mail Piece[1]

Date(s) of

Mass Mailing

Number of

Pieces Mailed

Costs

001

2

3

4

5

6

7

8

9

10

11

12

13

15

Totals

Member's signature

Date

[1]For example: Letter, Newsletter, Meeting Notice
Postcard, etc.